

**MEETING OF LIBRARY BOARD OF DIRECTORS
SALEM FREE PUBLIC LIBRARY
MEETING NOVEMBER 10, 2015, 6:45 PM**

PRESENT: Len Giambra, Mary Ann Casciano, Michelle Guertin, Sharon Sanders, Wendy Ortega (arrived late), Caren Jackson, Rachel Gaither

GUESTS: Sue Butler, Robin Jensen, Carl Nawrocki

CALL TO ORDER by Len at 6:48 PM

ADDITIONS TO AGENDA A list and location of approved library policies and documents

PUBLIC COMMENTS None

GENERAL PROCEEDINGS

- **Minutes of the meeting of 10/13** were reviewed. Michelle moved to approve the minutes and Mary Ann seconded. M/C 4-0. Len abstained.
- The **financial report dated 10/13/2015** was reviewed by the board. **Michelle** moved to approve the report and Sharon seconded. M/C 4-0. Len abstained. The board discussed the intent of the Urbanik trust using the trust document itself and an associated letter from an Urbanik family member. Sharon will provide Kevin a copy of the trust and letter with a request to have both reviewed by an attorney. Len will contact Kevin.
- **Correspondence** Len reported a memo from T.J. Butcher, BOF, requesting the board to submit capital expenditures. Len and Rachel will attend the BOF meeting on 11/12/2015.
- The **Librarian's Report** was provided by Rachel. The librarian has completed the library report to the state. Len will arrange a special meeting with Kevin to discuss the operating budget and salaries. Rachel is expected to be away on 12/8 – the next regularly scheduled board meeting. A motion was made by Mary Ann and seconded by Sharon to re-schedule that meeting on 12/10 at 7:15 PM. M/C 5-0. Len abstained.
- Carl reported that the Friends of the Library used book sale net income was \$7814.18. More book dealers were present and 60 volunteers helped out.

OLD BUSINESS None.

NEW BUSINESS Sue and Robin were welcomed as soon-to-be members of the board. Rachel will post library approved policies and documents and the Salem Library report to the state on the library web site later this week. At the December board meeting Mary Ann will oversee election of the board chair. A motion was made by Mary Ann and seconded by Wendy to accept canned goods for library fines owed during the month of December. M/C 5-0. Len abstained.

MOTION TO ADJOURN was made at 8:27 PM by Mary Ann and seconded by Wendy. M/C 5-0. Len abstained.

Respectfully submitted, Sharon Sanders, Recording Secretary

NEXT REGULAR BOARD MEETING: THURSDAY, 12/10/2015 (7:15 PM)

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TOWN OF SALEM, CT
Judith Guertin